



**CITY OF RICHMOND HILL  
PLANNING AND ZONING DEPARTMENT  
SUBDIVISION/PLANS REVIEW  
APPLICATION PACKET**



**PLANNING & ZONING TECHNICIAN (912) 756-3592  
ZONING ADMINISTRATOR (912) 756-3735**

**ORDINANCES CAN BE VIEWED ONLINE AT [RICHMONDHILL-GA.GOV](http://RICHMONDHILL-GA.GOV)**

**UPDATED 6-4-14**

## SUBDIVISION/PLANS REVIEW APPLICATION PACKET CHECKLIST

In order to expedite the review process, use this checklist  
to make sure you have filled out the applicable forms

YES    N/A

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Application for subdivision/plans review                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Certification of Applicant & Owner                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Site development plan checklist                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary plat checklist   |
| <input type="checkbox"/> | <input type="checkbox"/> | Final plat checklist   |
| <input type="checkbox"/> | <input type="checkbox"/> | Check(s) payable to the City of Richmond Hill for application fee(s) |

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

**CITY OF RICHMOND HILL**  
**APPLICATION FOR SUBDIVISION/PLANS REVIEW**

Planning & Zoning Technician: (912) 756-3592  
[astyer@richmondhill-ga.gov](mailto:astyer@richmondhill-ga.gov)

Zoning Administrator: (912) 756-3735  
[imsowell@richmondhill-ga.gov](mailto:imsowell@richmondhill-ga.gov)

APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_  
Full Name Day Time

CONTACT PERSON: \_\_\_\_\_ PHONE \_\_\_\_\_  
Full Name Day Time

MAILING ADDRESS \_\_\_\_\_

TAX MAP \_\_\_\_\_ PARCEL \_\_\_\_\_ ACRES/SQ.FT. \_\_\_\_\_ ZONING \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

PROJECT LOCATION/ADDRESS \_\_\_\_\_

**PLEASE CHECK ALL APPLICABLE REQUESTS:**

- ☐ Site Plan and/or Building Elevations \$100
- ☐ Tree Plan Review/Landscape Plan Review \$150
- ☐ Master Plan Review \$100 + \$10 per acre
- ☐ Sketch Plan Review \$100
- ☐ Minor Subdivision \$150
- ☐ Preliminary Plat Major Subdivision \$150 + \$10 per lot
- ☐ Final Plat Major Subdivision \$150 + \$10 per lot
- ☐ Commercial/Multifamily Infrastructure Inspection \$500 + \$100 per acre  
(Due before final plat and/or building permit will be issued)
- ☐ Single Family Residential/Townhome Infrastructure Inspection \$250 + \$10 per lot (Due before final plat will be issued)
- ☐ Commercial/Multifamily Plan Review \$500 + \$75 per acre \*(Not applicable for Level II PD)
- ☐ Single Family Residential/Townhome Plan Review \$200 + \$10 per lot \*(Not applicable for Level II PD)

\* Applicant is required to reimburse city for designated engineers review fee before final plat will be issued for Level II PD

Are there any wetlands on the parcel? ☐ Yes ☐ No

FEMA Map Information: Flood Zone: \_\_\_\_\_ Base Flood Elevation (BFE): \_\_\_\_\_ Datum ☐ 1988 ☐ 1929

Community number: \_\_\_\_\_ Panel number: \_\_\_\_\_

**PLANNING COMMISSION:**

Agenda Date: \_\_\_\_\_ Recommended Approval: ☐ Yes ☐ No ☐ Tabled

**CITY COUNCIL:**

Agenda Date: \_\_\_\_\_ Approved: ☐ Yes ☐ No ☐ Tabled

Comments: \_\_\_\_\_

COMPLETED APPLICATIONS MUST BE TURNED IN **TWO (2) WEEKS** PRIOR TO THE NEXT SCHEDULED MEETING TO APPEAR BEFORE. AN APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL ALL REQUIRED DOCUMENTS AND FEES ARE RECEIVED BY THE PLANNING & ZONING DEPARTMENT.

UPDATED 6-4-14

### CERTIFICATION OF APPLICANT & OWNER

The undersigned applicant does hereby certify under penalty of perjury that he/she/it is the owner of the lands described in the within and foregoing application for a zoning procedure or subdivision procedure, or is the duly authorized agent for said owner.

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### ADDITIONAL CERTIFICATION WHERE APPLICATION IS MADE BY AGENT

The undersigned applicant does hereby certify under penalty of perjury that he/she/it is the owner of the lands described in the within and foregoing application for a zoning procedure or subdivision procedure, and that the above stated agent is authorized by this owner to apply for the zoning procedure or subdivision procedure requested in this application.

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## Site Development Plan Checklist

### Refer to Zoning Ordinance for Complete Text

(All Ordinances can be found online at [richmondhill-ga.gov](http://richmondhill-ga.gov))

**Article VII Section 2. - Permits or actions required by this ordinance. (B)Site development plan approval.** All land development activities other than residential one and two family structures, regardless of the zoning district, must present a site development plan of such development to the zoning administrator and city engineer for review prior to the issuance of any land development permits. The site-development plan is also reviewed by the planning commission and forwarded to the mayor and council for approval once all comments are addressed, and after consideration of the criteria set forth at section 7 of this article.

### **Section 4. - Application for permits or actions under this ordinance.**

**(A)Minimum requirements for all applications.** All applications for permits or action shall be dated upon submission and require the following minimum information. No application shall be accepted which fails to meet these requirements.

- ☐ (1)Name, address and signature of applicant (All applications shall be signed and shall state the name and address of the applicant, who must be the owner of the property or the authorized agent or attorney for the owner of the property. If the applicant is the agent of the owner, then said agent shall file, simultaneously with said petition, a notarized letter signed by the owner, authorizing said agent to file on his behalf).
- ☐ (2)Brief description of the land and use of the land thereafter to take place on the subject property.
- ☐ (3)Address and location of the subject property for which such land development activity shall take place.
- ☐ (4)Name and address of owner of the subject property. Note: Applicant must either have proof of ownership of the property or signed and notarized affidavit from the owner granting the applicant permission to conduct such land development activity.
- ☐ (5)Current zoning and use of the property or properties.
- ☐ (6)Name and address of all adjacent property holders.
- ☐ (7)Name and address of participating contractors (building and construction, surveyor, architect, engineer, installer developer, etc.).
- ☐ (8)The application number, date of application, and action taken on all prior applications filed for the reclassification of the whole or part of the land proposed to be reclassified.

#### **(10) ☐ Traffic Study**

#### **☐ Waiver Requested**

If the application is for land development activity which will result in the creation, addition or allowance of any commercial unit or any multi-family unit or involves a parcel of property containing more than five acres, the application shall also contain a traffic study. The traffic study may, in the discretion of city council, be waived. An applicant seeking such waiver shall request the same in writing on the initial application. Where such waiver is sought, the matter shall first be heard by the planning commission, who shall make a recommendation on the same to the city council as provided by this ordinance. In considering all applications for the waiver of the traffic study, both the planning commission and the city council shall consider the following criteria:

- a.The reason the waiver is requested.
- b.Any existing or previous traffic studies applicable to the application in question.
- c.The use or uses proposed in the application.
- d.The probability or improbability of an expansion of such uses in the future.
- e.Current traffic flows in the city.
- f.Any long range plans or traffic flow projections that are available at the time the application is filed.
- g.Any written report or reports from any governmental agency regarding traffic flow difficulties in the area of the proposed development and any future plans or road improvement or development in the area.

## Site Development Plan Checklist

### Refer to Zoning Ordinance for Complete Text

(All Ordinances can be found online at [richmondhill-ga.gov](http://richmondhill-ga.gov))

- ☐ (11) A proposed deed, in favor of the city, covering all improvements on the lands which are required or proposed to be deeded to the city, and corresponding language of dedication shall likewise appear upon the plat. There shall further be attached to the aforesaid deed a statement of warranty, warranting all improvements to be constructed on the property for a period of one year immediately following the date of final acceptance of such improvements by the city, and a statement clearly identifying how the applicant proposes to secure his or her obligations under said warranty.
- ☐ (12) There shall be attached to each application a land disturbing activity permit for the proposed development or a concise statement of why no such permit is required.
- ☐ (13) There shall be attached to each application a statement with regard to whether or not the proposed development exceeds the current standards for developments of regional impact.
- ☐ (14) If the land which is the subject of the application has been designated as a Level II PD district, there shall be attached to the application the full written recommendations of the project's designated engineers.

**(C) Additional application requirements for all site-development plan requirements and approval.** The site-development plan shall include, but not be limited to the following.

- ☐ (1) The location, size and other pertinent data of all land uses on the site including types, location and height of buildings, parking, open areas and landscaping, to include buffers.
- ☐ (2) Dimension setback lines from property lines and street right-of-way lines.
- ☐ (3) Adjacent thoroughfares and all curb cuts within five hundred feet, including:
  - ☐ (a) Proposed new cut(s) onto public rights-of-way with turning radii, and width; and
  - ☐ (b) Dimensions of all rights-of-way;
- ☐ (4) Drainage plan to conform with city engineering department standards, to include a stormwater management plan.
- ☐ (5) Location of all utilities.
- ☐ (6) Tabulated data including at least:
  - ☐ (a) Gross density of dwelling units;
  - ☐ (b) Parking ratio per dwelling unit;
  - ☐ (c) Percent and amount of land coverage by use; and,
  - ☐ (d) Percent and amount of floor area by use and by type.
- ☐ (7) Topographical map showing existing and proposed contours at one-foot intervals, natural features, and man-made structures.
- ☐ (8) A proposed plan of traffic flow into, out of or through the proposed use, including every lot or parcel and any future development, and;
- ☐ (9) The size and location of any proposed out buildings, accessory buildings, equipment and other structures.
- ☐ (10) A tree plan for preservation of existing trees or for replanting of native trees. See the city landscaping and tree ordinance.
- ☐ (11) A copy of any restrictive covenants affecting the property.
- ☐ (12) A statement that the proposed development does or does not exceed the threshold established for developments of regional impact.



## Site Development Plan Checklist

### Refer to Zoning Ordinance for Complete Text

(All Ordinances can be found online at [richmondhill-ga.gov](http://richmondhill-ga.gov))

The planning commission may require elevations or other engineering or architectural drawings covering the proposed development. The mayor and council will not act upon a zoning decision that requires a site-development plan until the site-development plan has satisfied all of the requirements of this ordinance, as determined by the planning commission.

### **Section 8. - Site-development plan approval.**

The site-development plan approval process is intended to provide the general public, planning commission, mayor, and council with information pertinent to how a new development will affect the surrounding area and the city as a whole. There is no evaluation process or set of regulations other than what is required to be shown on the plan and listed upon the application, and the standards for zoning ordinance or map amendment contained in section 10. Site-development plan approval does not constitute approval of any other zoning action or permit.

#### **(A)Process.**

- ☐ (1). Upon submittal of the site-development plan, the zoning administrator will review the site-development plan for noticeable discrepancies and determine if there is a need to apply for other zoning actions.
- ☐ (2). The site-development plan is then forwarded to the city engineer.
- ☐ (3). Once the engineer has submitted comments to the zoning administrator, the site-development plan shall be placed on the agenda of the next planning commission meeting. Until the applicant addresses all of the engineer's comments and the site-development plan is satisfactory, the mayor and council will not review the plan.

# Preliminary Plat Checklist

See Subdivision Ordinance for Entire Text

## **Sec. 58-143. - Pre-application review.**

Whenever a subdivision of a tract of land within the city is proposed, the subdivider is urged to consult early and informally with the planning and zoning director or a member of the planning commission. The subdivider may submit informal plans and data showing existing conditions within the site and in its vicinity and the proposed layout and development of the subdivision. No fee shall be charged for the pre-application review and no formal application shall be required.

## **Sec. 58-151. - Application for preliminary plat approval.**

(a) Following the pre-application review of a proposed subdivision as set out in section 58-143, the subdivider shall submit to the planning and zoning director, the following:

- ☐ (1) An application for subdivision review requesting review and approval of a preliminary plat and giving the name and address of a person to whom the notice of the hearing by the planning commission of the preliminary plat shall be sent.
- ☐ (2) Five copies of the preliminary plat and other documents, as specified in division 3 of this article.
- ☐ (3) A preliminary plat filing fee as set forth in the schedule of fees and charges.

## **Sec. 58-157. - Scale.**

- ☐ The preliminary plat shall be clearly and legibly drawn at a minimum scale of 100 feet to the inch.

## **Sec. 58-158. - Sheet size.**

- ☐ Sheet size shall be no larger than 18 by 24 inches. If the complete plat cannot be shown on one sheet of this size, it may be shown on more than one sheet with an index map on a separate sheet of the same size.

## **Sec. 58-159. - Ground elevations.**

The preliminary plat shall show ground elevations, based on the datum plane of the U.S. Coastal and Geodetic Survey (or a datum plane approved by the city engineer):

- ☐ (1) For land that slopes less than two percent, the preliminary plan shall show spot elevations at all breaks in grade, along all drainage channels, or swales, and at selected points not more than 100 feet apart in all directions.
- ☐ (2) For land that slopes two percent or more than two percent:
  - a. If the ground slope is regular, show contours with an interval of not more than five feet.
  - b. If the ground slope is irregular, show contours with an interval of not more than two feet.
  - c. A tie to one or more benchmarks shall be shown.



# Preliminary Plat Checklist

See Subdivision Ordinance for Entire Text

## **Sec. 58-160. - Information required on preliminary plat.**

The preliminary plat shall contain the following information:

- ☐ (1) Name and address of the owner of record and of the subdivider.
- ☐ (2) Proposed name of the subdivision and its acreage.
- ☐ (3) North arrow, graphic scale and date of preparation.
- ☐ (4) Vicinity map showing location and acreage of the subdivision.
- ☐ (5) Exact boundary lines of the tract by bearings and distances.
- ☐ (6) Names and owners of record of adjoining land.
- ☐ (7) Existing streets, utilities and easements on and adjacent to the tract.
- ☐ (8) Proposed layout, including streets and alleys with proposed street names, lot lines with approximate dimensions, easements, land to be reserved or dedicated for public uses, and any land to be used for purposes other than single-family dwellings.
- ☐ (9) Block numbers and lot numbers.
- ☐ (10) Provisions for water supply, waste water and stormwater drainage in accordance with the pertinent city ordinances.
- ☐ (11) Minimum building setback lines.
- ☐ (12) Such street cross section and centerline profiles as may be required by the city engineer or other city official.
- ☐ (13) Minor streets will be included in subdivision plats where applicable.
- ☐ (14) Wetlands delineated.
- ☐ (15) Flood zones delineated.

## **Sec. 58-161. - Certificate of tentative approval.**

☐ A certificate of tentative approval of the preliminary plat by the planning commission shall be inscribed on the plat as follows:

"Pursuant to the Subdivision Ordinance of Richmond Hill, Georgia, all the requirements of tentative approval having been fulfilled, this preliminary plat was given tentative approval by the Richmond Hill Planning Commission on \_\_\_\_\_, 20\_\_\_\_ and the city council on \_\_\_\_\_, 20\_\_\_\_. This tentative approval does not constitute approval of a final plat. This certificate of tentative approval shall expire and be null and void on \_\_\_\_\_, 20\_\_\_\_."

**FINAL PLAT CHECKLIST**  
SEE SUBDIVISION ORDINANCE FOR FULL TEXT

**Sec. 58-176. - Application for final plat approval.**

- ☐ (1) An application for subdivision review requesting review and approval of a final plat and giving the name and address of the person to whom notice of the hearing by the planning commission on the final plat shall be sent.
- ☐ (2) Five copies of the final plat and other documents, the original and at least one copy, ~~which shall be drawn in permanent ink on cloth, mylar or other material of equal durability and permanent quality also~~ (1) 11"x17" and (1) 8"x11" copy and email an electronic copy.
- ☐ (3) A final plat filing fee as specified in the schedule of fees and charges and the recording fee.

**Sec. 58-201. - Final plat specifications.**

- ☐ (a) The final plat reflects "as-built" conditions, easements, and lot corner monuments as set in field.
- ☐ (b) The final plat shall be clearly and legibly drawn in permanent ink on plastic mylar. Sheet sizes shall be no larger than 18 by 24 inches, and where more than one sheet is required an index map shall be required on the same size sheet. In addition, a photographic reduction at a scale of one inch equals 200 feet of the street and lot layout portion of the final plat of a subdivision shall be prepared by the subdivider and furnished to the city.
- ☐ (c) Specific details to be shown on the final plat area:
  - ☐ (1) Bearings and distances to the nearest existing street lines or benchmarks or other permanent monuments, a minimum of three of which shall be accurately described on the plat.
  - ☐ (2) Municipal, county and land lot lines accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision.
  - ☐ (3) Exact boundary lines of the tract, determined by a field survey, giving distances to the nearest one-tenth foot and angles to the nearest minute, which shall be balanced and closed with an error of closure not to exceed 1:5,000.
  - ☐ (4) Name of the subdivision, exact locations, widths and names of all streets and alleys within and immediately adjoining the plat.
  - ☐ (5) Street center lines showing angles of deflection, angles of intersection, radii, and lengths of tangents.
  - ☐ (6) Lot lines with dimensions to the nearest one-tenth foot and bearings.
  - ☐ (7) Lot numbers in numerical order and blocks lettered alphabetically.
  - ☐ (8) "911" addresses as assigned by the Bryan County 911 director.
  - ☐ (9) Location, dimensions and purposes of any easements and any areas to be reserved or dedicated for public use.
  - ☐ (10) Accurate location, material and description of monuments and markers.
  - ☐ (11) A statement, either directly on the plat or in an identified attached document, of any private covenants.

**FINAL PLAT CHECKLIST**  
SEE SUBDIVISION ORDINANCE FOR FULL TEXT

☐ (12) The following certifications:

☐ a. Surveyor's certification, directly on the final plat as follows:

"It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision; that all monuments shown thereon actually exist or are marked as "future," and their location, size, type and material are correctly shown, and that all engineering requirements of the City of Richmond Hill, Georgia, have been fully complied with.

By: \_\_\_\_\_ Registered Georgia

Land Surveyor No. \_\_\_\_\_ "

☐ b. Owner's certification, directly on the final plat, as follows:

"Owner's Certificate

State of Georgia, County of Bryan

The owner of the land shown on this plat whose name is subscribed hereto, in person or through a duly authorized agent, certifies that this was made from an actual survey, and that all state, city and county taxes or other assessments now due on this land have been paid.

Agent: \_\_\_\_\_ Owner: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_ "

☐ c. Certificate of dedication, a certificate by the owner submitted with the final plat and in such form as approved by the city attorney, which sets forth the description of the areas and improvements dedicated by the owner to the public and the extent of title which is being dedicated.

☐ d. Copy of official action of governing body, a copy of the resolution adopted by the municipal governing body accepting the streets, improvements, easements and any other property dedicated by the owner for public use, as indicated on the final plat, shall be attached to the final plat before recording.

☐ e. Certificate of approval of final plat, a certificate of approval of the final plat by the planning commission and the city council shall be made directly on the plat as follows:

"Pursuant to the Subdivision Regulations of City of Richmond Hill, Georgia, all the requirements of approval having been fulfilled, this final plat was given final approval by the Richmond Hill Planning Commission and the Richmond Hill City Council on \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Chairman, Richmond Hill Planning Commission

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Mayor or City Council Representative